

Chapter One

Eligibility Criteria

Overview

Policy

Individuals applying for enrollment in the Arizona WIC Program must meet all the following eligibility criteria before they can be certified to participate:

- Category;
- Residence;
- Income; and
- Nutritional Risk

These criteria are defined in Chapters One, Two, and Three.

In this chapter

This chapter is divided into two (2) sections that detailed categorical and residency requirements for eligibility, and an appendix of certification definitions.

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Section A

Eligibility Criteria

Document- ation of Identity	An applicant is required to show documentation of identity at certification and food instrument pick-up. Documentation types are noted on the Client Registration screen of the AIM system.
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Initial Certification - Woman	Optimal documentation of a woman would be photo identification such as:
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- Current Passport
- Drivers License

Acceptable documentation of a woman would be:

- Work identity card
 - School identity card
 - Social Services Program card
 - Valid Medicaid card
 - Voter Registration
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Initial Certification – Infant/ Child	Acceptable documentation of an infant or child would be:
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- Birth Certificate
 - Immunization Card
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Subsequent Certification and Pick-up	Acceptable documentation for all categories would be:
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- WIC ID Folder with matching signatures
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A potential participant must be:

Pregnant	A pregnant woman (proof of pregnancy is not required);
Postpartum	A postpartum woman up to six (6) months after the end of pregnancy;
Breastfeeding	A woman who breastfeeds an infant at least one time per day, up to one (1) year or until she completely stops breastfeeding before the infant turns one (1) year old;
Infant	An infant until her/his first (1) birthday;or
Child	A child age one (1) through the last day of her/his fifth (5) birthday month.

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Section B

Eligibility - Residency

Residency	The location or address where a potential participant routinely lives or spends the night.
Local Agency Service Area	<p>Defined by the local agency Policy and Procedure Manual.</p> <p>Potential participants must reside in the local agency's service area.</p> <p><u>Note:</u> Tribal members who live on reservations that border on or are partially located in Arizona and who receive health services in Arizona are eligible for services from the Arizona WIC Program.</p>
Documentation of Residency	<p>Is required at each certification.</p> <p>Acceptable forms of documentation includes but are not limited to:</p> <ul style="list-style-type: none">• Current Utility or Cable Bill• Current Rent or Mortgage document• Drivers License with current address• Pay Stubs• Letter from a homeowner that the person(s) resides within their home• Mail with current postmark (Cannot be PO Box address)• Shelter/church/social service letter on letterhead• State or local document that can only be obtained with proof of address <p>The type of documentation is recorded on the Family Information screen of the AIM System. An applicant with a good reason for not having proof of residency, such as homeless, migrant, victim of loss, must sign a waiver. (See Chapter 2 -Appendix B -2)</p>

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- Institutional Residence** If the participant resides in an institution (e.g. homeless shelter, shelter for victims of domestic violence, home for unmarried mothers, penal institution), the following conditions must be met:
- WIC benefits the participant and not the institution (i.e. the institution must not accrue financial or in-kind benefit from the resident's participation in WIC);
 - WIC foods are used by the WIC participant only; and
 - The institution allows and encourages the participant to partake of supplemental foods and all associated WIC services made available to participants by the local agency (e.g. education, referral).

Note: Institutional proxies may not pick up Food Instruments for all WIC participants in their institutions.

Note: The State agency and/or local agency will establish to the best of its ability whether institutions are in compliance with the conditions for WIC participation stated above.

Non-Compliant Institutions Participants If the institution, where a participant is staying, is found to be noncompliant with any of the three (3) conditions stated above during the initial certification the participant will continue to receive all WIC benefits. If the participant applies for continuing benefits and still resides in the institution found in non-compliance, the State agency will discontinue provision of food other than formula. The participant will continue to be eligible for WIC education and health care referrals. The State and/or local agency will refer the participant to other accommodations, where possible.

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Appendix B: Forms

Appendix A: Certification Definitions

Certification Definitions

Alien Student	Alien students may not be excluded on the basis of their alien status. WIC participation may subject student aliens to deportation proceedings. Participation in WIC does not impact on aliens who have been granted Lawful Temporary Resident Status (LTRS) or who are applying for such status.
Authorized Representative	The responsible person(s) that has the authority to sign for the participants of an economic unit.
Breastfed Infant	For categorical eligibility, any infant receiving any of its milk feedings from breast milk.
Breastfeeding Women	For categorical eligibility, any woman feeding her breast milk to an infant(s) at least once a day.
Categorical Eligibility	Individuals categorically eligible for WIC services are pregnant, postpartum, and breastfeeding women, infants up to their first birthday, and children age one (1) through the last day of their fifth (5) birthday month
Certification	The process used to determine an applicant's eligibility or ineligibility for WIC services. Certification is performed at the initial application and at the expiration of each certification period.
Certification period	Time frame for which each category of participant is certified as eligible for services from the WIC program.
Certified mail	Official documents sent by certified mail, which requires a return receipt by the intended party.

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Certifiers

The competent professional authority (CPA) on the staff of the local agency that is responsible for determining nutritional risk and for prescribing supplemental foods.

Persons authorized to serve as CPAs are individuals who have documentation on file verifying they have been trained in certifying participants and prescribing supplemental foods:

- Physicians;
- Nutritionists (B.S., B.A., M.P.H. or M.S. in nutrition, dietetics, public health nutrition, or home economics with emphasis in nutrition), registered dietitians;
- Registered nurses;
- Physician's assistants (certified by the National Committee on Certification of Physician's Assistant or certified by the State medical certifying authority);
- Trained paraprofessional (community nutrition workers, health aides, etc.).

Child

For categorical eligibility, A child age one (1) through the last day of her/his fifth (5) birthday month

Disqualification

The act of ending Program participation of a participant, an authorized food vendor, or an authorized local agency. Disqualification can occur for administrative or punitive reasons and can be made for specified time periods.

Dual Participation

Simultaneous participation in more than one WIC programs or simultaneous participation in WIC and CSFP.

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**Economic Unit /
Household /
Family**

A group of related or non-related individuals who are living as one economic unit that share income and consumption of goods and/or services. For the purposes of WIC, the terms “economic unit” and “family” can be used interchangeably but economic unit is the more appropriate terminology.

NOTE:

- Residents of a homeless facility/shelter/institution are not considered an “economic unit”.
- More than one economic unit can live under one roof where general economic independence of the units has been determined through appropriate questioning.
- A pregnant woman and her unborn child(ren) are counted as two (or more, i.e. twins) persons for determination of economic unit size.
- A foster child is considered an economic unit of one (1) if he/she is the legal responsibility of a welfare or appropriate agency.

**Health
Professional**

Health professionals include: physicians, registered dietitians, registered nurses, physician’s assistants (certified by the National Committee on Certification of Physician’s Assistants or certified by the state medical certifying authority) and nutritionists (B.S., B.A., or M.S.) in nutritional sciences, community nutrition, dietetics, public health nutrition or home economics with emphasis in nutrition.

The health professional makes referrals to WIC and writes prescriptions for special formulas.

Homeless facility

A supervised publicly or privately operated shelter (Including a welfare hotel or congregate shelter) designed to provide temporary living quarters; a facility that provides a temporary residence for individuals intended to be institutionalize; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

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Homeless individual

Person who lacks a fixed and regular nighttime residence or whose primary nighttime residence is one of the following:

- A supervised publicly or privately operated shelter (including a welfare hotel, congregate shelter, or shelter for victims of domestic violence) designed to provide temporary living accommodations;
- An institution that provides a temporary residence for individuals intended to be institutionalized;
- A temporary accommodation of not more than 365 days in the residence of another individual;
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

Income

Guidelines set by the federal government, which specify income allowable criteria for program participation.

Infant

For categorical eligibility, a child less than one (1) year of age.

Institution

A residential accommodation with meal service, excluding private residences and homeless facilities, designed to provide temporary living accommodations.

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Migrant

An individual whose principal work is in agriculture (>50% of job) on a seasonal basis, and who has been so employed in the last 24 months. For the purposes of such employment, a migrant establishes a temporary abode.

Note:

- Only the migrant worker or those members of the family who actually travel with the migrant worker will be counted as migrants.
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Nutritional Risk

Detrimental or abnormal nutritional conditions detectable by biochemical or anthropometric measurements; other documented nutritional-related medical conditions; dietary deficiencies that impair or endanger health; and conditions that predispose persons to inadequate nutritional patterns or nutrition related medical conditions.

Participant Identification

Method used by WIC staff at certification and when issuing food instruments to check the identify of each participant.

Participant's Identifying Mark

An "X" that a participant may use in place of a signature when signing drafts, certification forms, requests for transfer of record, or any document requiring a signature. The local agency staff member will verify the individual's mark by writing "for (participant's name) by (staff member) and signing her/his own name.

A cashier or other appropriate person must co-sign as a witness when food instruments are redeemed in the store. The participant's identification folder/transfer card will reflect the use of the "X" signature.

Postpartum Woman

For categorical ineligibility, a non-breastfeeding woman up to six months after the end of her pregnancy.

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Priority Status

Applicants are enrolled in WIC according to the priority category of their nutritional risk(s), according to the “Arizona WIC Program, Nutritional Risk Factors by Priority for Service.”

Regression

A relapse in nutritional status or a nutrition-related medical condition to a formerly determined detrimental level.

Example:

A participant was enrolled in WIC due to a low hemoglobin (Hg) level. At the next certification, her Hg is normal and she has no other risks that would make her eligible for benefits. She can be enrolled for “regression,” or the possibility that she would revert to anemia without WIC foods.

This risk must be manually assigned on the Health History screen of the AIM system.

Residency Requirement

Applicants must meet residency requirements that require the participant to reside in the service area of the local agency. The service area is defined by the local agency.
